



*"To enrich lives through effective and caring service"*

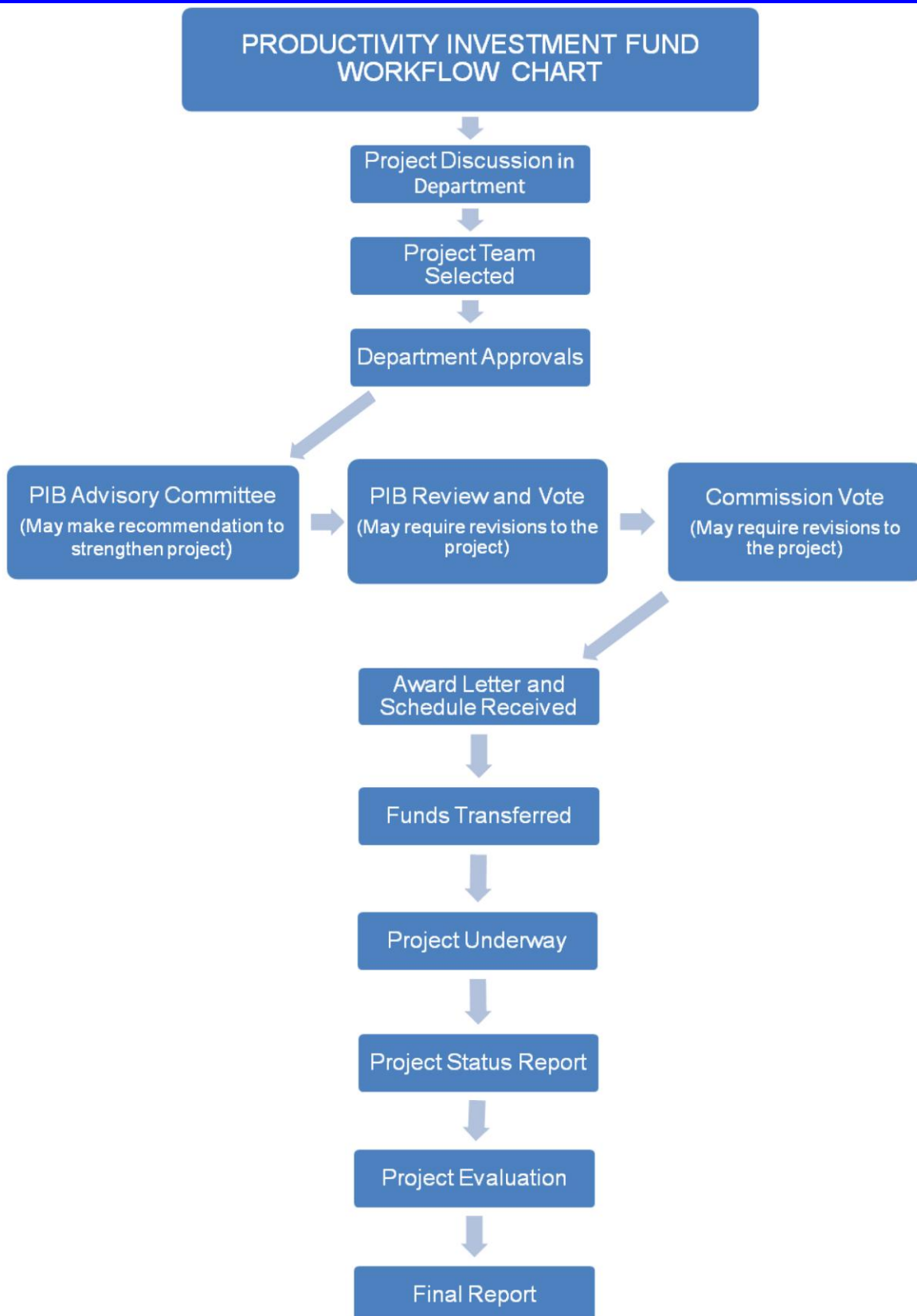
# County of Los Angeles Quality and Productivity Commission



## *Productivity Investment Fund Guidelines and Forms*

May 2012

**County of Los Angeles Quality and Productivity Commission  
Productivity Investment Fund  
Guidelines and Forms**



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## **I. WHAT IS THE PRODUCTIVITY INVESTMENT FUND?**

The Los Angeles County Board of Supervisors set up the Productivity Investment Fund (PIF) to nurture and support creative and innovative projects to improve the effectiveness of County service.

Funding awards are available for a project or program that improves productivity and quality, but for which funds are not budgeted or available.

Projects do not need to show cost savings or revenue generation, but may demonstrate an increase in a department's quality of service to the public or increase in productivity.

Funding is not to be used for:

- Budget substitution
- Replacement of equipment
- Maintenance of equipment.

PIF projects should not fund staff positions unless the need is temporary, start-up, or short term.

### **Who is eligible?**

One or more departments are eligible to receive PIF funding. Loans and grants, or a combination of both, are available to all departments and other collaborating County government agencies.

County departments may partner with non-county agencies for funding. The County department is always the lead agency in these partnerships and should benefit directly from the project.

The awards are available for individual projects that improve productivity and quality, but for which funds are not available. The Quality and Productivity Commission (Commission), on rare occasion, may access PIF funds for special Commission-sponsored projects.

### **How did the PIF start?**

The Board of Supervisors (Board) established the PIF during fiscal year 1984-85. The Board and the CEO (formerly CAO) provided \$500,000 "seed money" to improve the County's existing productivity efforts. Subsequently, the Commission created a seven-member Productivity Investment Board (PIB) to review and evaluate proposals and make recommendations for funding.

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The Productivity Managers Network (PMN), consisting of managers from each County department, is responsible for marketing, coordinating, and advancing proposals to the PIB.

In 1988, a Productivity Managers' PIF Subcommittee formed, with representatives from the Productivity Managers' Network, CEO, Auditor-Controller, Chief Information Office, and Internal Services Departments. This Subcommittee developed guideline revisions which incorporated more flexibility, greater potential benefits, and inclusion of a venture capital approach to fund innovative projects. The PMN became an active participant in the review process. In 2006, the PIF Subcommittee name was changed to the Productivity Investment Board Advisory Committee to better reflect their mission.

## **II. WHAT TYPES OF FUNDS ARE AVAILABLE?**

### **Conventional Loans (Payback plus Interest)**

A Conventional Loan requires payback under conditions and rates determined at the time of loan approval. Projects receiving this type of funding are normally low risk, but viewed as necessary productivity improvement projects for which funds are not budgeted or available. Repayment of loans is typically from "hard dollar" savings, and most often, includes a payback period of 36 months. In some cases, the terms for loan payback can extend beyond 36 months.

### **Loans or Grants for Information Technology Projects**

PIF information technology projects provide an opportunity to partner with the Chief Information Office (CIO) Information Technology Fund (ITF). Information technology infrastructure projects (for example, local area networks), which provide the foundation for technologically advanced information systems, may need higher funding levels, and the benefits may be intangible.

Future savings and other benefits depend on how the system will be used, what improvements follow, and what systems or processes are installed. Departments are encouraged to coordinate this kind of project with the CIO.

The partnership would use both PIF and ITF funds to focus on valuable technology solutions that improve County services. A proposal for special consideration of PIF and ITF funding will follow the usual PIF process. This partnership is a win-win opportunity for the departments that qualify. **However, the QPC and CIO partnership does not preclude a department from receiving PIF funding only.**

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In consideration of these conditions, the PIB will evaluate loans for information systems infrastructure according to four guidelines:

1. The project is not funded through the normal budget processes.
2. The benefits of the project, not considering future enhancements, are recognizable, although they may be intangible.
3. There is convincing evidence the project will strengthen the infrastructure and ultimately result in quantifiable benefits and meet the enterprise solution.
4. Information technology projects will conform to the Countywide Business Automation Plan.

**Venture Loans**

Venture loans entail a degree of risk with the possibility of a cost benefit. This type of loan may have potential to recover the initial investment and achieve savings or added revenue. Under these circumstances, the Commission may elect to share in the risk and return. The Commission might invest in such a project if it has strong documentation of need and is supported by market research.

A PIF Venture Loan may or may not charge interest. Terms and conditions are negotiated at the time of loan approval. During deliberations, the Commission may negotiate a small percentage of the savings or revenue generated to replenish the PIF. For example, the Commission could request a 2 to 5 percent benefit share on the rate of return.

**Grants**

PIF grants are funds given to a department to carry out and evaluate an innovative project with the purpose of improving the delivery of services. A grant may be combined with a loan, subject to the standard terms and conditions for repaying the loan portion. The Commission bases approval of grants on one or any combination of the following guidelines:

1. The project is innovative and expected to enhance performance or service, although the results may not be measurable.
2. The project has the potential to generate revenue. The risk of failure of the project is high, but if successful, it will generate revenue. Under this condition, the PIB typically requires revenue-sharing.

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3. The grant is matched or more than matched by other sources. If PIF funds are not made available in the form of a grant, the other funds will not be forthcoming and the project will not take place.
4. The grant is to fund a grant writer to help identify outside funding sources.

**Mega Grant/Loan**

The PIF MEGA Grant/Loan (not to exceed \$3 million), represents a large dollar amount which may exceed the resources of the PIF. It may require the guarantee of matching funds from the public or private sector because of the uniqueness of the project and the size of the funding request.

The PIF MEGA Grant/Loan applies to projects that have a high likelihood of providing a significant rate of return. The terms and conditions of this loan are negotiated with the PIB and the submitting department.

### **III. WHAT DO I NEED TO COMPLETE AN APPLICATION?**

**Quarterly Solicitations and Review Process**

Though applications are welcome throughout the year, the Commission solicits and reviews proposals quarterly. The application form and Guidelines may be found at <http://qpc.co.la.ca.us>.

There is a three-step process for approving PIF projects:

1. **PIB Advisory Committee.** Department representatives present their projects to the PIB Advisory Committee. This Committee makes suggestions on how to strengthen the proposal. Then it suggests the type and amount of funding to the Productivity Investment Board.
2. **Productivity Investment Board (PIB).** Department representatives present their projects to the PIB. The PIB reviews, evaluates, and recommends funding to the full Commission.
3. **Commission.** The full Commission makes the final approval.

**Productivity Manager's Role**

The Productivity Manager(s) are the coordinators for all PIF proposals within their departments. They are the points of contact for all questions about PIF applications.

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**STEP I: Complete the application**

The PIF application includes five sections:

1. **Summary of Project, Benefits and Measures:** Summarize the project. Signatures are required from the Department Head, Productivity Manager, Project Manager, and Budget/Finance Manager.
2. **Questions:** Answer questions regarding the project.
3. **Implementation Plan:** Provide key milestones, funds needed, and start dates.
4. **Line Item Budget Detail:** Provide budget details of the project. Include Salaries and Employee Benefits; Services and Supplies, including maintenance; other charges such as design and permit; and fixed assets. **(NOTE: Staff will not be funded unless the need is temporary/start-up/short term.)** Work with your budget/finance officer.
5. **Information Technology Statement:** Coordinate complex technology projects with the CIO early to avoid duplication and to ensure it complies with CIO requirements. If the project is exceptionally complex, the Commission may request a review of the project by the CIO.

**STEP II: Prepare a cover letter and submit application**

1. The requesting department prepares a cover letter to the Chair of the PIB, signed by the Department Head. The department's Productivity Manager ensures the letter is complete. Any proposal presented without the accompanying letter of request will be returned to the department.
2. The cover letter should clearly summarize the project to be funded and should include information about:
  - What is the amount needed?
  - Why funding is needed? Was the funding discussed at the time of budget preparations and, if so, why was it not included in the budget?
  - What will be achieved and how will it enhance quality or productivity?
  - What outcomes or performance measures will be used to evaluate the success of the goals?
  - Has the project been coordinated with the CIO if it involves automated information systems or telecommunications?
3. The department e-mails a digital copy of the cover letter, application, and other supporting documents to the Quality and Productivity Office, Mary Savinar, [msavinar@ceo.lacounty.gov](mailto:msavinar@ceo.lacounty.gov).

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**STEP III: Meet with the Productivity Investment Board Advisory Committee**

1. The Productivity Investment Board (PIB) Advisory Committee performs a “peer review” of all applications before submission to the PIB. The department Productivity Manager, and other management or project representatives, present the project to the PIB Advisory Committee and answer questions.
2. This Committee reviews the proposal, provides advice, and formulates a suggestion to the PIB. The suggestion includes type of funding, terms and conditions, repayment, etc., as appropriate. The purpose of the peer review is to help the applicant prepare for success at the PIB meeting. The Productivity Manager attends the meeting. After the meeting, the Productivity Manager is notified of the Committee’s findings and advised of the date when the proposal will be placed on the PIB agenda.
3. The PIB Advisory Committee suggestions are forwarded to the PIB for review prior to the quarterly PIB meeting.

**STEP IV: Meet with the Productivity Investment Board**

1. The suggestion(s) of the PIB Advisory Committee and all relevant documents are sent to PIB members (as well as to all Quality and Productivity Commissioners) before the meeting.

At the meeting, a department subject matter expert makes a brief presentation of the project to the PIB and answers questions. The PIB then recommends approval or disapproval by majority vote, identifies the type and amount of funding, including the terms and conditions.

2. Some PIB evaluation criteria that Commissioners may consider during the review:
  - Major impact of outcomes
  - Specifics of systems design, installation, and implementation for achieving the goal
  - Prospective development of shared services, e-government and e-business
  - Efforts to obtain other funding, especially if the proposal is the result of a County, State or Federal mandate.
  - Sustainability
  - Performance measures
  - Savings through increased productivity
  - Added revenue
  - Improved quality and performance of County functions

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**STEP V: Full Commission approval and ratification**

1. All Commissioners receive PIB recommendations before the Commission meeting, including any recommended changes.
2. An assigned PIB member presents each recommended proposal including a summary of the project, an explanation of any changes made, the PIB evaluation including the vote, members in favor and against the project, and members abstaining.
3. At the Commission meeting, a motion is made to approve the proposal (sometimes with adjustments) and to open discussion. A representative from the requesting department must be present to answer questions but does not make a presentation to the Commission.

**If your proposal is not approved at the full Commission meeting**

If the proposal fails to get a majority vote at the full Commission meeting, the department may request that it be scheduled for the next Commission meeting. At that meeting, the department will make a presentation, including revisions, to the Commission. The vote at the second Commission meeting is final. The Executive Director will follow up with the department.

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**IV. IS THERE A CHECKLIST TO MAKE SURE I INCLUDE EVERYTHING?**

- √ 1. **Be accurate.** Your numbers should add up. If you refer to a set of numbers in the budget and then refer to it in the actual PIF form, the numbers should be consistent. Remember, you would never receive a business loan from a bank if there are inconsistencies.
- √ 2. **Send a cover letter and the forms to the Chair of the Productivity Investment Board.** The letter must be signed by your Department Head. The letter should clearly summarize the project to be funded, the amount requested why funding is necessary, was the project discussed in the budget process, what will be achieved and how will the project lead to enhanced productivity. If the project is information technology based, you must complete the Information Technology Statement.
- √ 3. **Use plain language.** It is important that the information you are trying to transfer is clear and understandable. Take a step back! Look at the project as a layperson – someone who does not work in your department and is not familiar with common ideas and jargon in your department. Explain why you are requesting the money and how it will be used.
- √ 4. **Submit a budget with your proposal.** Make sure things add up! Make sure the numbers in the budget can relate to what you put in the letter or on the forms. Also, if the proposal includes buying items such as a \$5,000 PC, expect to be questioned about why it costs so much. Be prepared to support your numbers. Additionally, identify any project cost savings, cost avoidance, or revenue generation.
- √ 5. **Read the proposal one last time to make sure it is complete and is submitted by the deadline.**
- √ 6. **Obtain appropriate signatures on the forms.** Do not just type in the names. The Department Head or designees must sign the proposal.
- √ 7. **Ensure the Project Manager and other necessary staff attends the formal PIF and PIB presentations.** If basic questions cannot be answered about the proposal, it will generally be evaluated as incomplete.
- √ 8. **At each interval, you may be required to make changes to the proposal.** The PIB Advisory Committee, PIB, or full Commission may recommend or require revisions to the project.
- √ 9. **QPC staff is always available to answer questions.** Please contact QPC at (213) 974-1361 or (213) 974-1390 if you have any questions.

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## **V. WHAT HAPPENS AFTER FUNDING IS APPROVED?**

### **Award Letter, Agreement for Acceptance of Funds, and Schedule**

The Commission e-mails an award letter, approved Schedule of Withdrawals and Payments, and Agreement for Acceptance of Funds to the department showing Commission approval of the loan/grant and the terms and conditions. The Schedule of Withdrawals and Payment is based on information in the application.

To be sure that all involved parties know of the Agreement and Schedule, the Department Head, Productivity Manager, Project Manager, and Finance or Budget Officer are required to sign the forms. As soon as all your department representatives sign, please send the signed copy to the Productivity Office. Then your account will be activated and withdrawals can take place as scheduled.

### **Key Players**

Every project has several key players that must oversee the progress of the project until it is completed: the Project Manager, the Productivity Manager, and the departmental finance or budget person. If any of these key players transfer out of that role, it is that person's responsibility to train their replacement about the project and funding requirements.

### **Loan Interest Rates**

The annual rate of interest is the County's treasury pool at the time of the loan, plus 50 basis points or 0.5 percent. It remains fixed for the life of the loan.

The projected outstanding loan balance on the Schedule of Withdrawals and Payments is the basis for interest charged by quarter. Quarterly interest amounts are calculated based on the outstanding scheduled loan balance on the Schedule of Withdrawals and Payments at the end of the previous quarter.

Interest due for the prior year is paid annually during the second quarter of the following year. However, the final payment on principal includes all interest scheduled and not yet paid.

### **Monitoring the Project**

Some projects, especially large loans or grants, will be monitored to make sure that the money is spent for the project as approved. Commissioners may request to make site visits to track programs. If it does not appear the money is being used for the purpose as approved, the department may be asked to return the loan or grant. ***Money cannot be used to meet other department needs.***

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Site visits may be scheduled at any given time. The Productivity Investment Board or the Commission may ask for a progress report or presentation at any time on any funded projects.

## **VI. HOW DO I WITHDRAW FUNDS OR MAKE PAYMENTS?**

### **Board Authorization for Budget Adjustments**

The 1992-93 Budget Resolution adopted by the Board of Supervisors authorizes the Auditor-Controller, on approval of the CEO, to make an appropriation action budget adjustment (BA) to all departmental budgets for projects approved by the Commission. Therefore, departments are to incur costs for approved projects out of their operating budget, offset by an action BA, either before or after spending the funds, at the discretion of the department. However, any appropriation adjustment funds received must be spent or committed by fiscal year-end.

### **Work with your Budget Office and CEO Budget Analyst**

To eliminate the need for a BA each fiscal year, your departmental budget office should include in its Budget Request each fiscal year any scheduled PIF withdrawals or PIF payments.

- Scheduled withdrawals are budgeted as **“Operating Transfers In” Account #9911.**
- Scheduled PIF payments as **“Operating Transfers Out” Account #6100, Object Code 6102.**

The CEO budget analyst for your department should also be notified and kept informed about any PIF loans and grants and their status so your PIF needs are included in the Proposed Budget.

Before the end of each fiscal year, the project and financial staff should confer to compare the planned versus actual expenditures for the fiscal year. If you have withdrawn money and will not be spending the entire amount during the same fiscal year, you must encumber the funds and carry them over as a commitment to the next fiscal year. Ask your department fiscal staff for the best way to carry out what is needed.

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**Withdrawals**

1. The department prepares an action BA according to the Schedule of Withdrawals and Payments and submits it to the Auditor-Controller.
2. Once the BA has cleared the Auditor-Controller's Office, the department sends an e-mail request for funds to the Executive Office of the Board of Supervisors Fiscal Services, Accounting Section (BOS Accounting). The request should include:
  - Confirmation the BA has cleared the Auditor-Controller's Office
  - The amount to be withdrawn
  - The department's unit number
  - The account number which will receive the funds
3. BOS Accounting corroborates the project for budget monitoring purposes with the Quality and Productivity Office.
4. BOS Accounting creates a journal voucher (JV) in eCAPS to complete the transaction.

*The contact number at BOS Accounting Services is (213) 974-3174.*

**Payments**

1. The typical and preferred practice is to schedule payments on the principal during the second quarter of the fiscal year. However, payments may be made during any quarter.
2. During the second quarter of each fiscal year, the BOS Accounting will set up the JV for your annual scheduled payment. The scheduled payment includes the *prior year's interest* plus any *principal* that is due. Interest is due each year, even if you are not yet scheduled to start making payment on the principal.
3. A BA is required if you do not have the Operating Transfers Out appropriation budgeted.
4. Annual payments on principal may be proposed in any amount over the length of the loan, including the option of paying the entire amount during the last year of the loan.

*The contact number at BOS Accounting Services is (213) 974-3174.*

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**Requisitions**

Requisitions about PIF projects are processed by the Board of Supervisors to alert ISD/Purchasing and Central Services (ISD/PCS) staff of their priority. Equipment or supply orders attached to a PIF-funded project may receive priority processing by ISD/PCS. To trigger the priority processing, all PIF requisition documents must be sent by applicants to the Board of Supervisors Fiscal Services, Procurement Section with a cover memo which clearly states urgency dictated by terms of the PIF loan and by project requirements.

**VII. WHAT ARE THE ANNUAL AND FINAL REPORTS?**

**Annual Status Report**

The Quality and Productivity Commission requires an annual project status report for each PIF project. Reports are due by January 31. Future funding may be at risk if reports are not filed.

**Final Report**

Departments must submit a Final Report after the funds have been completely withdrawn and loan paid, and/or your evaluation measures are complete. The report must include:

- Description of the program implementation
- Program cost
- Cost benefits and outcomes

All funds must be used only for the purposes stated in the application. All expenditures must be documented and retained in the department. The PIB requires immediate notification of any unspent funds and funds must be returned to the Productivity Investment Fund.

Commissioners receive copies of annual and final reports.

**VIII. HOW DO I MAKE CHANGES TO THE WITHDRAWAL OR PAYMENT SCHEDULE?**

Changes in the terms and conditions for your loan or grant are possible, but require a written request to the Commission. Some changes can be done administratively, while others need approval by the PIB. If you have any questions, call the Productivity Office at (213) 974-1361 or (213) 974-1390 for clarification.

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**Changes to the Schedule of Withdrawals and Payments**

1. A Department initiates a change in the timing or the amounts of withdrawals and payments by sending a letter or e-mail to the Commission Office, [msavinar@ceo.lacounty.gov](mailto:msavinar@ceo.lacounty.gov), including an explanation of the change. Also send a Revised Implementation Plan which reflects the changes being requested. If further information is required, the department will be asked to appear before the PIB. Changes to the line item budget detail are possible, but require a written request to the PIB Chair.
2. A reduction in the total amount of the grant-loan is to be divided proportionately between the grant and loan amounts. Loan funds must be withdrawn in the same proportion to grant funds. The entire grant portion may not be withdrawn before the loan portion is withdrawn.
3. A Revised Schedule of Withdrawals and Payments may be submitted during any quarter. Changes to the Schedule of Withdrawals and Payments may not be made retroactively.
4. Lengthy delay in withdrawals:

Withdrawals of grants and loans must be made during the scheduled quarter, or the department should request a delay in the schedule according to the rules set above. ***If your department does not withdraw funds as scheduled and does not notify the PIB within four quarters of the scheduled transaction, the loan or grant will be closed. Any payments made to that point will be kept in the Productivity Investment Fund.***

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**Changes which may be handled administratively without PIB approval**

Although the PIB has the right at all times of disapproving a submitted revision to the Schedule of Withdrawals and Payments, a Department may request and receive a revised schedule without PIB approval for the changes noted below:

- A decrease in the previously approved amount to be withdrawn in any quarter, including a decrease in the total amount of the grant or loan;
- A decision to delay withdrawing an approved amount to a later quarter;
- A decision to make a payment that is greater or paid earlier than the previously approved schedule; and
- A slippage in the schedule whereby all withdrawals and payments are delayed equally from the original schedule.

**Changes requiring PIB approval**

The following changes need a revision to the Schedule of Withdrawals and Payments and approval by the PIB before being implemented:

- An increase in the amount to be withdrawn in any quarter over the previously approved amount or an earlier withdrawal than previously scheduled;
- A payment to be made later than scheduled or in a lesser amount than previously approved; and
- A change in the scope of the project.

**A revised schedule will be sent to the Department**

When the above requirements have been met, Commission staff will send the revised schedule to the department with the new withdrawal and payment dates.

**Failure to send a request for a revised schedule**

1. Interest is based on the scheduled balance at the end of the quarter. Failure to send a New Schedule of Withdrawals and Payments for the changes noted above will result in no reduction of the interest charged.
2. Failure to make a scheduled payment fully or partially, without a PIB approved revision to the Schedule of Withdrawals and Payments, will cause the unpaid scheduled amount to be added immediately to the final payment due and interest to be increased accordingly. In this situation, the Department will provide an explanation at a PIB meeting.

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The sections of the form are expandable.

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These forms can be found online at <http://qpc.co.la.ca.us/pif.asp>

County of Los Angeles Quality and Productivity Commission <b>PRODUCTIVITY INVESTMENT FUND APPLICATION</b>																								
Department:			Date:																					
Project Name:																								
<b>SUMMARY DESCRIPTION OF PROJECT</b> (Describe the project, for example, new or replacement equipment or additional staff needed. PIF projects should not fund staff unless the need is temporary/start-up/short term.)																								
<b>SUMMARY OF BENEFITS TO BE ACHIEVED</b> (For example, revenue increase, service enhancement, future cost avoidance, cost savings, etc.)																								
<b>EVALUATION/PERFORMANCE MEASURES</b> (What is to be achieved and how will the project lead to enhanced quality and/or productivity? What measures will be used to evaluate the attainment of these goals?)																								
If this is an Information Technology project, is IT form attached?  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		If loan, indicate repayment period (3 year maximum without special approval):	<b>Amount Requested:</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;"><u>Loan</u></td> <td style="text-align: center; border-bottom: 1px solid black;"><u>Grant</u></td> <td style="text-align: center; border-bottom: 1px solid black;"><u>Total</u></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$0.00</td> </tr> </table>		<u>Loan</u>	<u>Grant</u>	<u>Total</u>	_____	_____	\$0.00														
<u>Loan</u>	<u>Grant</u>	<u>Total</u>																						
_____	_____	\$0.00																						
Cost Analysis Summary. Attach detail for A and B, including staff, equipment, supplies, etc. <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%; text-align: center;"><u>Implementation Period</u></th> <th style="width: 10%; text-align: center;"><u>Project Year 1</u></th> <th style="width: 10%; text-align: center;"><u>Project Year 2</u></th> <th style="width: 10%; text-align: center;"><u>Project Year 3</u></th> </tr> </thead> <tbody> <tr> <td>A. Annual Cost Of Current Process:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>B. Estimated Annual Cost Of Proposal:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>C. Savings (B-A)</td> <td></td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</td> </tr> </tbody> </table>						<u>Implementation Period</u>	<u>Project Year 1</u>	<u>Project Year 2</u>	<u>Project Year 3</u>	A. Annual Cost Of Current Process:					B. Estimated Annual Cost Of Proposal:					C. Savings (B-A)		\$0.00	\$0.00	\$0.00
	<u>Implementation Period</u>	<u>Project Year 1</u>	<u>Project Year 2</u>	<u>Project Year 3</u>																				
A. Annual Cost Of Current Process:																								
B. Estimated Annual Cost Of Proposal:																								
C. Savings (B-A)		\$0.00	\$0.00	\$0.00																				
<b>Funds Flow Summary:</b> Indicate the amount of funds needed during the project implementation by period (i.e., quarter, subsequent year(s), etc.):																								
Productivity Manager (Print and Sign)		Project Manager (Print and Sign)																						
Telephone Number E-mail		Telephone Number E-mail																						
Department Head (Print and Sign)		Budget/Finance Manager (Print and Sign)																						
Telephone Number E-mail		Telephone Number E-mail																						

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The sections of the form are expandable.

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**QUESTIONS**

1. Has this proposal been submitted before for a Productivity Investment Fund loan or Innovation Grant?      Yes ☐      No ☐  
If so, when (date)?

2. Was this proposal included in the department's current budget request?  
Yes ☐ No ☐      If not, why not?

3. How much of this proposal is for a loan and how much for grant funding?  
Loan \$ \_\_\_\_\_ Grant \$ \_\_\_\_\_ Total \$ 0

4. How many years will it take for the loan to be paid back (3 years maximum without special approval)?

5. When will the funds be needed? Please indicate dollar amount, the fiscal year and quarter:

**Fiscal Year 2012-13**

1<sup>st</sup> Quarter \$ ☐

2<sup>nd</sup> Quarter \$ ☐

3<sup>rd</sup> Quarter \$ ☐

4<sup>th</sup> Quarter \$ ☐

**Fiscal Year 2013-14**

1<sup>st</sup> Quarter ☐ \$ ☐

2<sup>nd</sup> Quarter ☐ \$ ☐

3<sup>rd</sup> Quarter ☐ \$ ☐

4<sup>th</sup> Quarter ☐ \$ ☐

**Fiscal Year 2014-15**

1<sup>st</sup> Quarter \$ ☐

2<sup>nd</sup> Quarter \$ ☐

3<sup>rd</sup> Quarter \$ ☐

4<sup>th</sup> Quarter \$ ☐

**Fiscal Year 2015-16**

1<sup>st</sup> Quarter ☐ \$ ☐

2<sup>nd</sup> Quarter ☐ \$ ☐

3<sup>rd</sup> Quarter ☐ \$ ☐

4<sup>th</sup> Quarter ☐ \$ ☐

6. Where will the funds come from to repay the loan?

Hard dollar savings

Revenue generation

Cost Avoidance

Other (please explain below):

**County of Los Angeles Quality and Productivity Commission  
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---

The sections of the form are expandable.

Page 3 of 6

7. If this is a grant, does it reduce net County cost?
8. Does this proposal provide technology transferability to other departments?
9. Does this proposal eliminate a function?
10. Does this proposal enhance the County image and/or provide an innovative service?
11. Does this proposal promote interdepartmental cooperation?
12. Has this proposal gone through a pilot?
13. Where did the original idea for this project come from?
14. Is the project sustainable over time?
15. How will performance be measured?

**County of Los Angeles Quality and Productivity Commission  
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The sections of the form are expandable.

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**IMPLEMENTATION PLAN**

<u>KEY MILESTONES</u>	<u>START DATE</u>	<u>FUNDS NEEDED</u>
(Major steps in the project development)	(Estimated date for each project step)	(Amount and which quarter funds will be needed)
		\$

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The sections of the form are expandable.

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**LINE ITEM BUDGET DETAIL**

(Work with your departmental budget analyst to complete this form)

**Salaries and Employee Benefits** (Note: PIF projects should not fund staff unless need is temporary/start-up/short term)

Salaries/Wages

Employee Benefits

(a) Total Salaries and Employee Benefits \$ 0

**Services and Supplies**

Contractor Services \$ 0

List all other services and supplies here

(b) Total Services and Supplies \$ 0

**Other Charges**

List all other charges here

(c) Total Other Charges \$ 0

**Fixed Assets**

List all equipments and other fixed assets here

(d) Total Fixed Assets \$ 0

**TOTAL COSTS \$ 0**

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The sections of the form are expandable.

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**INFORMATION TECHNOLOGY STATEMENT**

1. What is the purpose of this technology?
2. Is the technology of the proposed hardware or software compatible with existing and related systems? Specifically, does it conform to the Business Automation Plan?
3. Does the proposal represent current or state-of-the-art technology?
4. How does the technology-based solution conform to your department's strategic or automation plan and the County's direction for future use of technology?
5. Do you have existing knowledge in the technology-based solution you are requesting? Where has it be used?
6. Will you be able to support the technology-based solution with existing staff?
7. Will staff have to be trained in the new technology and its supporting infrastructure?
8. Will you hire a contractor to provide the technology-based solution, or will you hire dedicated County staff?

**These forms can be found online at <http://qpc.co.la.ca.us/pif.asp>**  
**The sections of the form are expandable**

**These forms can be found online at <http://qpc.co.la.ca.us/pif.asp>**

Date		Grant/Loan Number																
Department																		
Project Name																		
Brief Description of Project    [                      ] Revenue-Generating                      [                      ] Service Enhancement																		
<table border="1"> <tr> <td>Funding Status</td> <td></td> <td></td> </tr> <tr> <td>Total Grant Amount:_____</td> <td>Total Loan Amount:_____</td> <td>           Total Withdrawn to Date:_____                       Total Principal Repaid to Date:_____                       Total Interest Repaid to Date:_____         </td> </tr> <tr> <td>Expenditures</td> <td>Savings</td> <td>Revenue</td> </tr> <tr> <td>Total Estimated Expenditures:_____</td> <td>Total Estimated Savings:_____</td> <td>Total Estimated Revenue:_____</td> </tr> <tr> <td>Expenditures to Date:_____</td> <td>Savings to Date:_____</td> <td>Revenue to Date:_____</td> </tr> </table>				Funding Status			Total Grant Amount:_____	Total Loan Amount:_____	Total Withdrawn to Date:_____ Total Principal Repaid to Date:_____ Total Interest Repaid to Date:_____	Expenditures	Savings	Revenue	Total Estimated Expenditures:_____	Total Estimated Savings:_____	Total Estimated Revenue:_____	Expenditures to Date:_____	Savings to Date:_____	Revenue to Date:_____
Funding Status																		
Total Grant Amount:_____	Total Loan Amount:_____	Total Withdrawn to Date:_____ Total Principal Repaid to Date:_____ Total Interest Repaid to Date:_____																
Expenditures	Savings	Revenue																
Total Estimated Expenditures:_____	Total Estimated Savings:_____	Total Estimated Revenue:_____																
Expenditures to Date:_____	Savings to Date:_____	Revenue to Date:_____																
Brief description of project's status, major problems, significant accomplishments and other comments:																		

Date \_\_\_\_\_

Date \_\_\_\_\_

**County of Los Angeles Quality and Productivity Commission  
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These forms can be found online at <http://qpc.co.la.ca.us/pif.asp>  
The sections of the form are expandable

**County of Los Angeles Quality and Productivity Commission  
PRODUCTIVITY INVESTMENT FUND PROPOSAL**

**FINAL REPORT**

(To be submitted one year after the project is fully implemented)

Date	Grant/Loan Number	
Department		
Project Name		
Date Started:: Date Completed:		
DESCRIPTION OF ACTUAL PROGRAM IMPLEMENTATION:		
RESULTS OF THE PROJECT (Programmatic and cost-savings/cost avoidance or revenue generated)		
DESCRIPTION OF SERVICE ENHANCEMENT (How has this project improved core services)		
ACCOUNTING OF FUND EXPENDITURES (Based upon the budget submitted when the project was approved)		
Total Grant Amount: _____	Total Loan Amount: _____	Total Withdrawn to Date: _____ Total Principal Repaid to Date: _____ Total Interest Repaid to Date: _____
Program Cost (Salaries and benefits; Services and Supplies; Fixed Assets; Other Charges)  Total Program Cost: _____	Cost Benefits: Total Estimated <ul style="list-style-type: none"><li>• Savings: _____</li><li>• Cost Avoidance: _____</li><li>• Revenue: _____</li></ul>	

Productivity Manager \_\_\_\_\_

Date \_\_\_\_\_

Department Head \_\_\_\_\_

Date \_\_\_\_\_

## **Suggestions to Applicants for Evaluating Projects**

### **Develop an evaluation plan for the project:**

- Identify the project's contribution to the County Strategic Plan.
- Describe the project's purpose and list objectives.
- Describe the manner in which each objective will be met in measurable terms with standards or indicators.
- Identify the stakeholders for the evaluation.
- Identify challenges for the evaluation, e.g. financial, old data not available, etc.
- Design the approach to data collection (quantitative, qualitative).
- Consider using a professional evaluator.

### **Collect Data:**

- Obtain data from as many valid sources as reasonable.
- Make sure samples are complete and unbiased.
- Identify and protect any security, privacy or sensitive challenges with the data.

### **Analyze Data:**

- Conduct the analysis according to the evaluation plan.
- Integrate and synthesize the findings.

### **Prepare your report:**

- Know the stakeholders who will receive the report:
  - Make sure the methodology is sound and analysis is balanced.
  - Decision-makers favor quantitative data; they use it to make funding decisions and go/no go decisions.
- Demonstrate cost/benefit or cost avoidance for project over a relevant period of time.
- Schedule your report date.

**County of Los Angeles Quality and Productivity Commission  
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**Addendum 2**

**Quality and Productivity Office (QPC) Operating Procedures**

**Fund Transactions (BOS Fiscal Services, Accounting Section)**

- All Productivity Investment Fund transactions are processed by the Board of Supervisors' Executive Office, Fiscal Services, Accounting Section (BOS Accounting).
  - **Withdrawals**
    - Departments initiate withdrawals by preparing a BA and JV and sending the information to BOS Fiscal Services, Accounting Section.
    - BOS Accounting corroborates withdrawal schedule with the Productivity Office.
    - Do not submit JVs directly to the Auditor-Controller.
  - **Payments**
    - The Productivity Office notifies BOS Accounting of all pending payments.
    - BOS Accounting initiates billing for all loan payments due during the second quarter of the fiscal year.

**Fund Tracking (CEO Budget Services)**

- All fund transactions made by BOS Accounting are tracked in an Oracle database maintained by CEO Budget Services.

**Fund Balance Projection (CEO Budget Services)**

- The current and projected fund balance is prepared by CEO Budget Services. It includes:
  - Withdrawals
  - Payments
  - Interest
  - Fund supplements
  - Miscellaneous income
  - Projected balance for current and future fiscal years.

**Monitoring Fund Activity (QPC Staff)**

- QPC runs quarterly reports to identify all pending payments and withdrawals.
- QPC works with BOS Accounting and departments to ensure that all withdrawals and payments are made.
- QPC sends a second quarter notice to Department Heads and Productivity Managers, including:
  - Reminder of annual status report is due in January, and
  - All pending withdrawals and payments.

**County of Los Angeles Quality and Productivity Commission  
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**Addendum 3**

**Transferring the Project and Funds to a Different Department**

In the rare event the Commission receives a request from the Chief Executive Officer to transfer the project and funds from the original department(s) to a central coordinating department, the following process will be in place:

- The Productivity Investment Board will hear the matter and vote on a recommendation to the full Commission.
  - The full Commission will vote to approve or deny the request.
  - QPC staff will obtain all appropriate signatures on the transfer documents. The Department Head and the Budget/Finance Officer of each involved department must sign.
  - QPC staff will notify the Executive Office of the Board of the transfer after receipt of all signed documents.
- 

**TO BE SIGNED BY TRANSFERRING DEPARTMENT(S)**

**NAME OF PROJECT**

**PIF Number: ##**

**AGREEMENT TO RETURN/RELEASE FUNDS**

The NAME OF TRANSFERRING DEPARTMENT agrees to return/release the Productivity Investment Fund monies set aside for the NAME OF PROJECT in the amount of \$00,000 to the NAME OF RECEIVING DEPARTMENT to use for the purpose of consolidating funds, facilitating vendor payments, and completing the project.

\_\_\_\_\_  
Budget/Finance Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

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**Addendum 3**

**TO BE SIGNED BY RECEIVING DEPARTMENT**

NAME OF RECEIVING DEPARTMENT accepts \$00,000 from the Productivity Investment Fund for the NAME OF PROJECT.

**USE OF FUNDS:**

We agree to use the funds *only* for the purposes stated in the project proposal (or other document as appropriate). If circumstances change, and the funded project does not proceed or is delivered for less than the grant/loan amount, the unspent funds will be released or returned to the Productivity Investment Fund. The amount to be released or returned to the Productivity Investment Fund will be calculated by pro-rating the contribution of each party.

**REPORTING REQUIREMENTS:**

We understand that we are to provide the Quality and Productivity Commission copies of the NAME OF PROJECT reports to the Board of Supervisors while the project is in progress. We will also send a completion report with an accounting of expenditures and a post-project evaluation of the programmatic success of the project and estimated cost savings or cost avoidance. It is further understood that we may be asked to report in person at future Productivity Investment Board meetings.

**RECOGNITION REQUIREMENTS:**

We understand that Commission sponsorship will be appropriately acknowledged in any written materials that are created in implementing or reporting on the project.

\_\_\_\_\_  
Budget/Finance Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

**County of Los Angeles Quality and Productivity Commission  
Productivity Investment Fund  
Guidelines and Forms**

**Addendum 4**

**SAMPLE  
SCHEDULE OF WITHDRAWALS AND PAYMENTS**

**Schedule of Withdrawals and Payments**

Department: Beaches & Harbors

Project: Metal Sand Fencing

Loan No: 02.19      Approval Date: 05/20/2002

Loan Amount: \$135,000

Interest Rate: 3.34%

Grant Amount: \$135,000

Revision Date:

Revision No:

Loan Term: 3.5

Status: Active

FY/Quarter	LOAN SCHEDULE			LOAN ACTUAL			GRANT			
	Scheduled Withdrawal	Principal Payment	Principal Balance	Scheduled Payment	Interest	Actual Withdrawal	Actual Payment	Balance Due	Scheduled Withdrawal	Actual Withdrawal
2002-03.1	\$135,000	\$0	\$135,000	\$0	\$0	\$0	\$0	\$0	\$135,000	\$0
2002-03.2	\$0	\$0	\$135,000	\$1,127	\$1,127	\$0	\$0	\$135,000	\$0	\$0
2002-03.3	\$0	\$0	\$135,000	\$1,127	\$1,127	\$0	\$0	\$137,254	\$0	\$135,000
2002-03.4	\$0	\$0	\$135,000	\$1,127	\$1,127	\$0	\$0	\$138,381	\$0	\$0
2003-04.1	\$0	\$0	\$135,000	\$1,127	\$1,127	\$0	\$0	\$139,508	\$0	\$0
2003-04.2	\$0	\$45,000	\$90,000	\$1,127	\$48,381	\$0	\$0	\$140,635	\$0	\$0
2003-04.3	\$0	\$0	\$90,000	\$752	\$0	\$0	\$48,381	\$93,006	\$0	\$0
2003-04.4	\$0	\$0	\$90,000	\$752	\$0	\$0	\$0	\$93,758	\$0	\$0
2004-05.1	\$0	\$0	\$90,000	\$752	\$0	\$0	\$0	\$94,510	\$0	\$0
2004-05.2	\$0	\$45,000	\$45,000	\$752	\$48,758	\$0	\$0	\$95,262	\$0	\$0
2004-05.3	\$0	\$0	\$45,000	\$376	\$0	\$0	\$0	\$95,638	\$0	\$0
2004-05.4	\$0	\$0	\$45,000	\$376	\$0	\$0	\$0	\$96,014	\$0	\$0
2005-06.1	\$0	\$0	\$45,000	\$376	\$0	\$0	\$0	\$96,390	\$0	\$0
2005-06.2	\$0	\$45,000	\$0	\$376	\$48,008	\$0	\$0	\$96,766	\$0	\$0
<b>Totals:</b>	<b>\$135,000</b>	<b>\$135,000</b>		<b>\$10,147</b>		<b>\$145,147</b>	<b>\$135,000</b>	<b>\$48,381</b>	<b>\$135,000</b>	<b>\$135,000</b>

SAMPLE

**County of Los Angeles Quality and Productivity Commission  
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**Addendum 4**

**SAMPLE  
AGREEMENT FOR ACCEPTANCE OF FUNDS**

We accept \$ Amount of award from the Productivity Investment Fund for the **"NAME OF PROJECT."**

**Use of Funds:**

We agree to use the funds *only* for the purposes stated in the application and to withdraw funds only as needed in the quarter. If circumstances change, and the funded project does not proceed or is delivered for less than the amount, the unspent funds will be returned to the Productivity Investment Fund.

**Please note that funds not withdrawn within 4 quarters upon the time of withdrawal will automatically return back to the Productivity Investment Fund and project will be considered closed.**

**Reporting Requirements:**

We understand that we are to provide annual reports while the project is in progress and a completion report with an accounting expenditures and a post-project evaluation report on the programmatic success of the project and estimated cost savings or avoidance. It is further understood that we may be asked to report in person at future Productivity Investment Board meetings, or to conduct a site visit for Commissioners during or after implementation of the project.

**Recognition Requirements:**

**We understand that Commission sponsorship will be appropriately acknowledged in any written materials that are created in implementing or reporting on the project.**

Signature: \_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

Signature: \_\_\_\_\_  
Quality and Productivity Manager

\_\_\_\_\_  
Date

Signature: \_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Date

Signature: \_\_\_\_\_  
Budget/Finance Manager

\_\_\_\_\_  
Date

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Addendum 4

**SAMPLE  
REQUEST FOR APPROPRIATION ADJUSTMENT  
(ACTION B.A.)**

**SAMPLE: REQUEST FOR APPROPRIATION ADJUSTMENT  
ACTION BA**

PINK (1)  
86 FORM 6008

BOARD OF  
SUPERVISORS  
OFFICIAL COPY

COUNTY OF LOS ANGELES  
**REQUEST FOR APPROPRIATION ADJUSTMENT**  
DEPT'S. NO. (DEPT. NO.)  
DEPARTMENT OF (DEPARTMENT NAME) (MONTH DD, YYYY)

AUDITOR-CONTROLLER:  
THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY  
ACTION

<u>SOURCES</u>	<u>USES</u>
Board of Supervisors A01 - BS - 96 - 9911 - 10010 Operating Transfer In - \$1,000 Increase Revenue	Board of Supervisors A01 - BS - 2000 - 10010 Services & Supplies - \$1,000 Increase Appropriation

SOURCES TOTAL: \$ 1,000  
USES TOTAL: \$ 1,000

JUSTIFICATION

AUTHORIZED SIGNATURE (NAME)

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR ...	<input type="checkbox"/> ACTION	<input type="checkbox"/> APPROVED AS REQUESTED
	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> APPROVED AS REVISED
AUDITOR-CONTROLLER BY	CHIEF EXECUTIVE OFFICER BY	
B.A. NO. 20	20	

SEND 6 COM'4 6 TO THE AUDITOR-CONTROLLER



# County of Los Angeles Quality and Productivity Commission Productivity Investment Fund Guidelines and Forms

## SAMPLE APPLICATION

Page 1

County of Los Angeles Quality and Productivity Commission PRODUCTIVITY INVESTMENT FUND PROPOSAL	
<b>Department:</b> Department of Parks and Recreation	<b>Date:</b> January 9, 2010
<b>Project Name:</b> Solar Energy System Pilot Project	
<b>SUMMARY DESCRIPTION OF PROJECT (Describe project, e.g., new or replacement equipment, additional staff, etc.)</b>  <p>The proposed pilot project will establish a pilot project for solar energy buildings in LA County. Funding is requested to implement and install the first solar energy system in LA County on the top of the Gymnasium building at Eugene Obregon County Park (Obregon Park). Installation of Solar PV including solar PV, utility inverter, monitoring system, mounting hardware, permits, drawings, engineering services, and on-site staff training will be done by a consultant team selected by Los Angeles County Department of Parks and Recreation (LADPR) staff. LADPR Staff will develop a solar PV installation guideline for future projects.</p> <p>LADPR evaluated the solar energy potential of five (5) parks in 2008 to assess costs and benefits. Preliminary cost benefit analysis, including cost estimates, rebates, and payback period was completed by the PermaCity consultant team, and reported to the CEO office. In 2009, LADPR selected Obregon Park to conduct a study for a pilot project to demonstrate sustainable development and management of the park system. The proposed project scope of Obregon Park is in line with the concept of Los Angeles County's Low Impact Development Ordinance, Drought Tolerant Plant ordinance, and Green House Gas Emissions Reduction Goal in compliance with AB 32, as well as California Solar Initiatives. The pilot project will provide useful data to track energy and cost savings, and CO2 emissions reduction that can be applicable to other county owned facilities.</p>	
<b>SUMMARY OF BENEFITS TO BE ACHIEVED (i.e., revenue increase, service enhancement, future cost avoidance, cost savings, etc.)</b>  <p>A solar energy system offers economic, environmental, and ecological benefits. It reduces its energy consumption by 85,869 kWh annually and brings \$25,845 annual cost savings*. The reduced use of energy is equivalent to the reduction of 181,785 lbs of CO2. This is a step forward to meet the goal of AB 32 (California's Global Warming Solution Act). It is the same as saving 13.74 acres of forests.</p> <p>The Solar installation at Obregon Park is an effective tool to educate communities regarding climate change and energy conservation. The pilot project will be a great tool to implement the LA County AB 811 program which LADPR is involved in as a community outreach team participation.</p> <p>The completion of a pilot project will provide necessary skills to County staff to plan and implement similar projects for the future. When various incentives are provided by the federal government and utility companies, County staff should be timely trained and equipped to contribute to efficiency and sustainability.</p> <p>* Quoted from the 2008 PermaCity Report</p>	
<b>EVALUATION/PERFORMANCE MEASURES (What is to be achieved and how will the project lead to enhanced quality and/or productivity? What measures will be used to evaluate the attainment of these goals)</b>  <p>The performance measures for this project are to develop a monitoring system. LADPR staff will monitor the amount of electricity produced by the proposed solar PVs, its consumption, and cost savings on an annual basis for the first year, in collaboration with the utility company and the consultant team. In the preliminary report by PermaCity, daily kW Hour usage offset by PV will be 50%. It will be evaluated whether 50% of total electric usage will be achieved. Annual production, consumption, and cost of energy will be reported on a monthly basis.</p> <p>If the expectation of solar energy production and energy savings are not met, further study will be performed to identify problems and issues such as weather change, energy consumption pattern change, and outdated electric equipment.</p>	

## SAMPLE APPLICATION

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**SAMPLE APPLICATION**

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County of Los Angeles Quality and Productivity Commission PRODUCTIVITY INVESTMENT FUND PROPOSAL				
If this is an Information Technology project, is IT form attached? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A		If loan, indicate repayment period (3 year maximum without special approval):		Amount Requested: Loan: _____    Grant: <u>\$200,000</u> Total: <u>\$200,000</u>
Cost Analysis Summary: Attach detail for A and B, including staff, equipment, supplies, etc.				
	Implementation Period	Project Year 1	Project Year 2	Project Year 3
A. Annual Cost Of Current Process	\$ 51,838	\$ 25,845	\$ 25,845	\$ 25,845
B. Estimated Annual Cost Of Proposal	\$ 281,000	0	0	0
C. Savings (electricity savings)	\$ 0	\$ 25,851	\$ 25,851	\$ 0.00
Funds Flow Summary: Indicate the amount of funds needed during the project implementation by period (i.e., quarter, subsequent years), etc.):				
	Fiscal year by Quarter			
	July-10	Oct-10	Jan -11	Apr-11
Design / Permit	14,068	0	0	0
Equipment and installation	0	89,235	89,235	89,235
Productivity Manager (Print and Sign) <i>Elizabeth Mendez</i> Telephone Number: <u>213-738-3040</u>		Project Manager (Print and Sign) <i>Shirley Smith</i> Telephone Number: <u>213-639-6702</u>		
Supervisor Head (Print and Sign) <i>Russ Gurney</i> Telephone Number: _____		District Finance Manager (Print and Sign) <i>Robert Maymunder</i> Telephone Number: <u>213-738-3015</u>		

**SAMPLE APPLICATION**

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**SAMPLE APPLICATION**

Page 3

1. Has this proposal been submitted before for a Productivity Investment Fund loan or Innovation Grant? Yes ☐ No ☒

If so, when (date)?

2. Was this proposal included in the department's current budget request?

Yes ☐ No ☒ If not, why not?

3. How much of this proposal is for a loan and how much for grant funding?

Loan \$ \_\_\_\_\_ Grant \$ 200,000 Total \$ 200,000

4. How many years will it take for the loan to be paid back (3 years maximum without special approval)? N/A

5. When will the funds be needed? Please indicate by Fiscal Years and Quarters:

2009-2010 <input checked="" type="checkbox"/>	2010-2011 <input type="checkbox"/>
2011-2012 <input type="checkbox"/>	2012-2013 <input type="checkbox"/>

6. Where will the funds come from to repay the loan? N/A

Hard dollar savings

Cost Avoidance

Revenue generation

Other (please explain below):

7. If this is a grant, does it reduce net County cost?

Yes. This project reduces net County Cost because of the reduced energy consumption.

The final savings of energy cost will be greater if energy costs rise in the future as expected.

It is estimated to save approximately \$ 25,851 on energy bills annually.

8. Does this proposal provide technology transferability to other departments?

This project will initiate the development of a program to investigate and implement solar energy system in County-owned buildings. The potential economic and environmental benefits are enormous since the County owns approximately 3,000 facilities. If the Obregon Park solar pilot project is implemented, Department of Parks and Recreation (DPR) staff will

**SAMPLE APPLICATION**

**County of Los Angeles Quality and Productivity Commission  
Productivity Investment Fund  
Guidelines and Forms**

**SAMPLE APPLICATION**

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work in conjunction with the County's Energy & Environmental Policy Team in the Office of Sustainability to promote renewable energy programs. The policy team was established by the Board in 2007 to develop and implement energy and environmental programs for internal County operations.

DPR will work with the Policy Team to assist other departments develop solar and other renewable energy programs. The experience gained through the pilot project and documentation of the procedures will provide technical expertise in solar energy and significantly reduce similar costs for other departments.

9. Does this proposal eliminate a function?                      NO

10. Does this proposal enhance the County image and/or provide an innovative service?

Yes. The proposal enhances the County image and provides an innovative service. A solar energy system is widely acknowledged as one of the most doable and sustainable types of alternative energy by the public. DPR operates and maintains approximately 150 facilities and provides educational opportunities through programs in community centers, senior centers, summer camps, and after school programs.

The current efforts to develop an AB 811 program require extensive community education and information dissemination. The County takes the lead to create uniform AB 811 program to be used by all the cities within the LA County boundary. However, the County does not have any solar facility to demonstrate our leadership and commitment to solar energy to other cities and the constituents. This pilot project will be a physical commitment to a sustainable future in response to climate change, energy crisis, habitat preservation, and tax payers' money.

The County will definitely enhance the image as a leader in environmental stewardship and technological innovation for our future generations.

**SAMPLE APPLICATION**

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**SAMPLE APPLICATION**

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**11. Does this proposal promote interdepartmental cooperation?**

Yes. The project promotes interdepartmental cooperation. DPR works closely with the County Internal Services Department (ISD) through the Green Building Implementation Task Force and Energy and Environmental Policy Team. The solar energy installation project will provide opportunity to review the existing permit process and land use issues that are not yet in place. The Environmental Policy Team will further work to create a policy and procedures along with the Department of Public Works and the Department of Regional Planning.

This solar pilot project will utilize LA County's Solar Mapping developed by the County Chief Information Office (CIO). Currently, the Solar Mapping tool is being updated to make it more usable. DPR Geographic Information System (GIS) staff will give positive feedback to the CIO to enhance the solar mapping.

**12. Has this proposal gone through a pilot?**

No. This proposal has not gone through a pilot, but the preliminary study was done by DPR staff to reduce negative environmental impacts as well as energy and water usage. This project was presented to the County Chief Executive Office (CEO) and was very well received. When funding is provided, this project will be implemented and provide tremendous benefits to the County and the constituents.

**13. Where did the original idea for this project come from?**

In 2008, DPR staff acknowledged the importance of alternative energy in support of California's Global Warming Solution Act (AB 32), and in response to rising energy costs. In an effort to take environmental leadership, the idea of solar energy was proposed by DPR's Deputy Directors. DPR contacted the PermaCity to obtain cost estimates and analysis, and presented its report to the CEO office. Although there have been inquiries regarding solar energy projects from the CEO's office, its implementation funding has not been allocated.

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**IMPLEMENTATION PLAN**

<b>KEY MILESTONES</b>	<b>START DATE</b>	<b>FUNDS NEEDED</b>	<b>FUNDS REPAID</b>
(Major steps in the project development)	(Estimated date for each project step)	(Amount and which quarter funds will be needed)	(Amount and which quarter funds will be repaid)
T Spec-Design Built	July, 2010	\$0	\$
Award Project-Design Built	October 2010	\$14,070	
Design	November 2010	\$0	
Permitting	December 2010	\$0	
Construction	February 2011	\$253,235	
Maintenance	May 2011	\$14,069	

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**LINE ITEM BUDGET DETAIL**

**Salaries and Employee Benefits**

*Note: Salary is temporary/start-up.*

Salaries/Wages for Solar Installation

Employee Benefits

(a) Total Salaries and Employee Benefits	\$ 56,274
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**Services and Supplies**

(b) Service of Equipment	\$ 14,070
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-maintenance

**Other Charges**

(c) Design and Permit	\$ 14,069
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-engineering services

**Fixed Assets**

List all equipments and other fixed assets here

(d) Solar System	\$ 196,961
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-solar PV

-utility inverter

-monitoring system

-mounting hardware

<b>TOTAL COSTS (a+b+c+d)</b>	<b>\$ 281,774</b>
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**INFORMATION TECHNOLOGY STATEMENT**

1. Is the technology of the proposed hardware or software compatible with existing and related systems? Specifically, does it conform to the Automated Business Plan?

N/A

2. Does the proposal represent current or state-of-the-art technology?

N/A

3. How does the technology-based solution you are requesting conform to your department's strategic or automation plan and the County's direction for future use of technology?

N/A

4. Do you have existing knowledge in the technology-based solution you are requesting?

N/A

5. Will you be able to support the technology-based solution with existing staff?

N/A

6. Will staff have to be trained in the new technology and its supporting infrastructure?

N/A

7. Will you be hiring a contractor to provide the technology-based solution, or will you be requesting the hiring of dedicated County staff?

N/A

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